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Chief, Management Staff

2 February 1956

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Mr. [REDACTED], For OAM Staff (DD/S Area)

Report for Week Ending 1 February 1956.

1. Project 6-16, Survey of Personnel Procedures

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a. [REDACTED] - Two full-day meetings have been held with representatives of Office of Personnel, Management Staff and Commo to edit the installation handbook to be used in Commo. This paper is now being revised accordingly. The realigned Commo T/O has been finalized and reproduced. It is ready to forward for approval. The revised handbook and T/O, when approved, will permit Commo to begin operating under the new concept.

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b. [REDACTED] - Flow charts pertaining to Office of Communications have been reviewed by the Chief, Admin Staff and approved - Charts pertaining to OCR will be completed for final review during current week. Three of seven charts reflecting the flow in OCR have been completed.

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2. Project 5-80, Review of Procedures, Printing Services Division [REDACTED]

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a. A meeting was held to discuss the results of the test made to substitute a manual system for gathering printing statistics in place of the present system of using tabulating equipment. Messrs. [REDACTED] and [REDACTED] for the Printing Services Division and [REDACTED], Management Staff attended. The new report form was considered excellent and unquestionably a valuable supervisory tool. It was recognized that the manual system would be more economical to operate and enable the plant to render a report at least a week ahead of any report rendered from tabulating statistics. However, the change would necessitate the increase of one clerk and ceiling for the Printing Services Division. Various substitutes and innovations are being considered to see if satisfactory results can be obtained by a method that can be absorbed without an increase of slot or ceiling.

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b. At the request of the Deputy Chief, Administrative Staff, Office of Logistics, Messrs. [REDACTED] attended a meeting for a preliminary review of a proposed organizational change in the Printing Services Division.

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3. Project 5-1a, Fiscal Division [REDACTED]

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a. Both the Deputy Comptroller and Chief, Fiscal Division asked informally for the Management Staff evaluation of an employee suggestion to cut the Payroll Groups from 5 to 2. The suggestion stated that 2 supervisors would be eliminated and a more effective and flexible operation would result. As this was in line with a recommendation previously made by the Management

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Staff, a concurrence was given and a recommendation made that the change be initiated.

b. At the informal request of the Deputy Comptroller, other Government Agencies have been contacted to get a general idea of how their leave, bond, payroll, and retirement problems are handled. The purpose of the check is to evaluate the CIA procedures and gather ideas that would lead to improvement in Agency operations. A visit will be made to FBI this coming Friday to look over the new payroll and mechanized leave installation. The new IBM electronic calculator 650 will be observed in action.

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4. MS-751 T/O Change, Procurement Division, OL [REDACTED]. A second follow-up was made to determine the current status of classification action by OP.

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